

**TOWN OF DAVIE**  
**OFFICE OF THE TOWN ADMINISTRATOR**

**MEMORANDUM**

**TO: MAYOR & TOWN COUNCIL MEMBERS**

**FROM: KEN COHEN, ASSISTANT TOWN ADMINISTRATOR**

**DATE: DECEMBER 13, 2001**

**RE: NEW ORDINANCE FOR CITIZEN ADVISORY BOARDS**

The recommendations received, both written and verbal, from Council have been reviewed by staff in order to comply with the creation of a new ordinance to regulate citizen advisory boards. Based on staffs review, we find that there are still some areas that remain unclear as to a majority view and require Council input.

In the attempt to simplify the process, suggestions have been listed in a multiple choice format. Choose one in each category for inclusion in the new ordinance. On the last page is a listing of the existing citizen advisory boards that are not mandated, such as the P&Z or Site Planning Boards. If you wish to make an exception for any existing board, you may do so here by checking the appropriate box.

**SUNSET**

1. Every year (September 30)
2. Every 2 years - stagger so 1/2 of the existing boards come up for sun setting each year
3. Specific number of years or upon completion of an activity

**REPORTING**

1. Quarterly written reports on activities accomplishments
2. Annual written report on activities accomplishments
3. Quarterly written detailed report with an annual written summary
4. Verbal presentation
  - a) Quarterly

- b) Semi-annually
- c) Annually
- d) None

#### **MINUTES**

1. Taken by chairman or designated board member - reduce staff time
2. Taken by Town staff

#### **SIZE**

1. All boards 5 members
2. All boards 10 members
3. Specific to board purpose or designated at creation of board

#### **BOARD MEMBERS**

1. Two year term limits to any one board. Can be reappointed after two years to another board.
2. A board member can only serve on one board at a time
3. Three consecutive absences in a row or missing 75% of the board meetings in any year, would be an automatic dismissal from the board. Councilmember who appointed the board member would then choose another and can reappoint the offending board member.

#### **Combining Boards/Sun setting Boards**

Please note the boards you wish to combine or sunset on the summary page.

Attachment: Advisory Board Chart

KC:cmo



## BOARDS/COMMITTEES

### Budget Advisory Committee (5 members)

This Committee reviews the annual audit and quarterly reports, as available, with Finance Director. Additionally, Council may direct the Committee through the Town Administrator to review special areas of interest.

*This Committee is governed by Resolution R-95-350; one exclusive appointment Councilmember; members shall have experience in financial related occupation or similar skills; one year terms.*

### Child Safety Board (10 members)

This Board provides educational programming and opportunities to promote child safety in the community. The Board's mission is to create an atmosphere of safety for children in the community, to serve as a child safety education and advocacy group, and to coordinate the development and promotion of a Child Safety Day for children.

*This Board is governed by Resolution R-95-204; two exclusive appointments Councilmember; members shall, whenever possible, have interest and expertise in law enforcement, elementary school instruction, child psychology, pediatric medicine, parenthood and grandparenthood; one year terms.*

### Community Redevelopment Agency (7 members)

This Agency was created to carry out the purposes of the Community Redevelopment Act of 1969 (F.S. Chapter 163 Part III). Essentially an economic development program, function of the Agency is to preserve and enhance the tax base, to alleviate conditions of slum and blight, to facilitate affordable housing, and to stimulate private sector participation within the redevelopment area.

*This Agency is governed by Ordinance 88-23; one exclusive appointment Councilmember with two open nominations; members shall either reside or engage in business within the jurisdiction of the Town; four year terms.*

### Davie Agricultural Advisory Board (5 members)

This Board was created to counsel and advise the Town Council with regard to any and all matters affecting the agricultural community or the agricultural lifestyle of the Town.

*This Board is governed by Resolution R-2001-49; its members, insofar as possible, shall have experience in agricultural matters, related occupations or other similar skills; one appointment per Councilmember; one year terms. (Provision for automatic resignation, three consecutive absences)*

### Davie Community Relations Advisory Board (11 members)

This Board was created to provide advice to the Town Council and to the Town Administrator on matters of community concern. Within the areas of the Board's charge shall be issues including, but not limited to, issues related to race relations, police community relations, fire, public works, town facilities, programs, hiring and promotional practices, the youth and elderly. The Board shall serve as a board with administrative support provided by the Town Administrator and, whenever possible, it shall utilize procedures of conflict resolution, mediation, and human relations training to promote and foster harmony among the Town of Davie's communities. The Board shall issue an annual report, with findings of fact and specific recommendations for corrective measures when desirable. It may also issue periodic or interim reports.

This Board is governed by Resolution R-2001-104; two appointments, Councilmember and the Town Council shall appoint one Councilmember; one year term. Additionally, the Youth Advisory Committee may appoint a non-voting member.

**Davie School Advisory Board** (10 members)

This Board was created to counsel and advise the Town Council with regard to any and matters effecting the education of its residents.

This Board is governed by Resolution R-2001-62; two appointments, Councilmember; insofar as possible, members are to have experience in education matters; one year terms. (Provision for automatic resignation, three consecutive absence

**Davie Water and Environmental Advisory Board** (15 members)

This Board provides advice to the Town Council and to the Town Administration matters of water quality and service level on issues affecting the preservation a protection of the environment, the Town's natural resources and its wildlife. Within areas of the Board's charge shall be issues including, but not limited to, wa conservation, water source and quality of supply, preservation of the quality of environment and protection of wildlife. The areas of interest shall be broadly defined they relate to the source, supply, treatment and construction of potable water resources the community and the preservation and protection of the Town's environment a wildlife.

This Board is governed by Resolution R-2001-40; three exclusive appointments Councilmember, insofar as possible, one member shall be a licensed engineer; follow term adjustments due to the integration of two boards, members shall serve two y staggered terms.

**Fire Employees' Pension Board** (5 members)

This Board is responsible for the administration of the Fire Pension Plan.

This Board is governed by Ordinance 98-47. Appointments are: two full-t firefighters as determined by Florida State Statutes 175.032 (1) appointed by active participating pension members; two legal residents of the Town appointed by Council through an open nomination; and one appointment by the Board which shall be ratified by Council. Two year terms.

**Joint Economic Development Steering Committee** (9 members)

This Committee identifies infrastructure needs, concurrency management mandates, educational resources in relation to economic development and provides Council v economic development alternatives and suggests implementation strategies.

This Committee is governed by Resolution R-99-334. Appointments are made the respective parties as follows: two Councilmembers, one member of the Planning Zoning Board, one member of the Community Redevelopment Agency, one member the Davie/Cooper City Chamber of Commerce, one member of the Davie Economic Development Council, one member of the South Florida Education Center, one member of the Agrarian Committee, and one member of the Davie Merchants and Industrial Association. One year terms.

Open Space Advisory Committee (10 members)

This Committee was originally established to provide input to the Town's Consultative Planning Team for the preservation of green areas and for the planning process of an Open Space Program. As the Committee completed its assignment, Council reestablished the Committee to assist the Town in future open space planning.

*This Committee is governed by Resolution R-95-208; two exclusive appointments per Councilmember; one year terms. (Provision for automatic resignation, three consecutive absences.)*

Parks and Recreation Advisory Board (10 members)

This Board studies and makes recommendations concerning the development, operation and maintenance of all parks, playgrounds, and other recreational facilities of the Town.

*This Board is governed by Resolution R-96-283; two exclusive appointments per Councilmember of members who have a concern with or an interest in the park facilities and recreational needs of the citizens of the Town; one and two year terms. (Provision for automatic resignation, three consecutive absences or less than 75% of the meetings during the year.)*

Planning and Zoning Board/Local Planning Agency (5 members)

This Board considers and makes recommendations to Council regarding proposed plan rezonings, variances, special permits, and right-of-way vacations. The Board may conduct hearings on all planning and zoning matters.

*This Board is governed by the Charter and Code Sections 2-136, 2-137 and 2-138. Council exclusive appointment per Councilmember; members shall be residents of the Town as well as qualified voters; one year terms effective the fourth Wednesday in May.*

The Local Planning Agency is established in accordance with F.S. §163.3174, et seq., Local Government Comprehensive Planning Act of 1975.

*This Agency is governed by Code Sections 2-81 through 2-115 and Ordinance 76-1; appointments are the P&Z Board members.*

Police Employees' Pension Board (5 members)

This Board is responsible for the administration of the Police Pension Plan.

*This Board is governed by Ordinance 94-40. Appointments are two sworn police officers appointed by actively participating pension members; two legal residents of the Town appointed by Council through an open nomination; and one appointment by the Board which shall be ratified by Council. Two year terms.*

Senior Citizen Advisory Committee (10 members)

This Committee makes recommendations to the Town Council and the Town Administrator for proposed activities, programs and opinions about issues that address the lifestyle of elderly residents.

*This Committee is governed by Resolution R-99-369; two exclusive appointments per Councilmember from their respective districts; members to be a minimum age of 65 or one or two year terms. (Provision for automatic disqualification, three consecutive absences or less than 75% of the meetings during the year.)*

Site Plan Committee (5 members)

This Committee reviews site plans and makes recommendations to Council regard architectural, aesthetic and landscaping characteristics.

*This Committee is governed by Code Sections 2-151, 2-152 and 2-153. One exclusive nomination per Councilmember; members shall be residents and, whenever possible, include an architect, landscape architect and an urban planner or designer. One year term.*

Unsafe Structures Board (9 members)

Pursuant to provisions of the South Florida Building Code, this Board reviews cases prepared and presented by the Town's Building Official concerning unsafe buildings. also conducts public hearings to solicit public testimony regarding those cases. The Board may modify, rescind or affirm the decision of the Building Official.

*This Board is governed by Code Sections 5-91 through 5-95. Appointments are made by open nominations by Council. Members shall be legal residents of the Town or have their principal place of business within the Town's jurisdiction. Members shall include: registered engineer, registered architect, general building contractor, attorney, at least one plumbing contractor, electrical contractor, real estate appraiser, real estate property manager and a citizen with experience and background in the field of social problems. Three year terms.*

Youth Advisory Committee (15 members)

This Committee was established to provide Council with recommendations from the Town's youth regarding proposed and current programs and facilities, for the purpose of meeting the needs of Davie's youth for adequate and sufficient recreational opportunities.

*This Committee is governed by Resolution R-99-143. Three appointments by Councilmember. Members are to be residents comprised of students from grades 7 through twelve who have demonstrated interest in park facilities and leisure needs of youth, participate in team sports programs and are average or above average academic performance at their schools. (Provision for automatic disqualification, three consecutive absences or less than 75% of the meetings during the year.)*

Safety Committee (16 members)

The purpose of this Committee is to discuss and examine reports of injury in order to provide recommendations and suggestions to help avoid future accidents and to provide a safe workplace.

*This Committee is governed by Personnel Regulations Rule XVI, Sections 1 through 3. It is composed of one representative from each department which is appointed by the appropriate department head and representatives from each union body as governed by their respective agreements with the Town. Two year terms.*

